



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

CTE Coordinator, Middle School Programs

Division of Postsecondary and Career Education

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

This position is located within the Postsecondary and Career Education Division. The Performance Accountability Coordinator for Middle School Programs plays a critical role in expanding middle school programming throughout Washington, DC, and meeting statutory responsibilities of OSSE as the State Eligible Agency under the provisions of the Strengthening Career and Technical Education Act of 2018 ("Perkins V").

Under the general supervision of the State Director of Career and Technical Education, the Performance Accountability Coordinator for Middle School Programs implements a comprehensive system for Career Technical Education (CTE) program quality designed to ensure that all middle school CTE programs in the District of Columbia are in full compliance with all applicable Federal laws and are providing robust and effective CTE education opportunities to DC students. In addition, the coordinator plays a leadership role and provides technical assistance in promoting career and technical education awareness; supports high quality CTE programs in DC public schools and DC public charter schools; and, develops and coordinates special projects, as assigned.

Specific functions of the CTE Performance Accountability Coordinator: Middle School Programs include:

- Assists the State Director of CTE with the development of local CTE middle school program standards and requirements, aligned with all relevant federal laws and guidelines
- Coordinates and conducts CTE middle school program monitoring for compliance with federal and local program quality standards and requirements
- Provides LEA's with technical assistance in the development of compliance plans needed to rectify areas of deficiencies identified through performance data and/or program monitoring
- Refines monitoring documents and compliance plan templates

- Compiles, analyzes and maintains data for all local and federal reporting related to middle school programs
- Supports CTE special projects including professional development, planning college and career awareness activities, STEM initiatives, and data analysis
- Provides support for CTE focused middle school improvement and expansion initiatives
- Supports strategies to improve recruitment and retention rates of programs of study
- Provides support for creating and maintaining work-based learning opportunities for middle school CTE students
- Provides support for middle school Career and Technical Education Student Organizations
- Reviews annual Carl D. Perkins applications to determine appropriate program funding for middle school programs
- In partnership with the State CTE Director, manage the recruitment, selection, and program monitoring associated with the CTE Middle School Expansion grant
- Performs other related duties as assigned.

Key qualifications for the role include:

“Specialized experience” is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements. These may include, but are not limited to, experience working in an instructional or leadership role in a K12 public or public charter school institution.

Our ideal candidate will also have:

- Experience with Adobe Photoshop and Illustrator
- Experience with print and digital graphic design
- Experience with WordPress, WPBakery, or Salient
- Experience writing press releases

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.